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www.dhs.lacounty.gov

*To ensure access to high-quality,
patient-centered, cost-effective
health care to Los Angeles County
residents through direct services at
DHS facilities and through
collaboration with community and
university partners.*



www.dhs.lacounty.gov

June 02, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF HEALTH SERVICES:
ESTABLISH CAPITAL PROJECT; APPROVE PROJECT BUDGET AND
RELATED APPROPRIATION ADJUSTMENT FOR THE HUBERT H.
HUMPHREY COMPREHENSIVE HEALTH CENTER CLINIC REGISTRATION
AND WAITING AREA RENOVATION PROJECT,
(C.P. NO. 87288)
(SECOND DISTRICT)
(4 VOTES)**

SUBJECT

Establish Capital Project No. 87288 for the Hubert H. Humphrey Comprehensive Health Center Clinic Registration and Waiting Area Renovation Project, approve project budget, schedule, appropriation adjustment, and authorized the Department of Health Services to deliver the Project using a Job Order Contract previously approved by the Board.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Hubert H. Humphrey Comprehensive Health Center Clinic Registration and Waiting Area Renovation Project is categorically exempt under the California Environmental Quality Act for reasons stated herein and in the record for the project.
2. Establish Capital Project Number 87288 for Hubert H. Humphrey Comprehensive Health Center Clinic Registration and Waiting Area Renovation Project with a total estimated project budget of \$720,000.

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

25 June 2, 2015

PATRICK OZAWA
ACTING EXECUTIVE OFFICER

3. Approve an appropriation adjustment to reallocate \$720,000 from DHS's Designation to fully fund the Hubert H. Humphrey Comprehensive Health Center Clinic Registration and Waiting Area Renovation Project, Capital Project Number 87288.

4. Authorize the Department of Health Services to implement the project using a Board approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Department of Health Services (DHS) to proceed with the Hubert H. Humphrey Comprehensive Health Center Clinic Waiting Area Renovation Project using a Board approved Job Order Contract (JOC) procured and administered by the Internal Services Department (ISD).

On September 24, 2013, the Board instructed the Department of Health Services (DHS) to work in concert and, as needed, with the Chief Executive Office (CEO), the Internal Services Department (ISD), and the Department of Public Works (DPW) to identify DHS facilities where "Medical Home" system improvements are significantly constrained by existing facility design elements. Representatives from DHS, CEO and ISD met to prioritize projects and, in a memo to the Board dated December 4, 2013, recommended starting with a set of seven "pilot" projects including this one.

The proposed Hubert H. Humphrey Comprehensive Health Center Clinic Waiting Area Renovation Project (Project) located at 5850 S. Main Street in Los Angeles, consists of modifications to the existing registration and waiting areas within two clinical areas located on the first floor: 1) Adult Medicine Clinic; and 2), Family Medicine Clinic. The Project will consist of reconfiguration of the registration and patient waiting areas within the two existing clinics, to improve patient flow and better communication between the patients and staff by having an open concept reception counter and waiting areas. The Project will also include replacement of acoustic ceiling tiles, ceiling light fixtures, installation of new floors and repainting walls.

Construction documents for the Project have been prepared by DHS Capital Projects Division and approved by DPW Building and Safety.

The proposed renovation work will be completed using a Board-approved Job Order Contract (JOC) procured by ISD with oversight from the DHS Capital Projects Division. The proposed Project is anticipated to be completed approximately within seven months following Board approval of the recommended actions.

Implementation of Strategic Plan Goals

The recommended actions will support Goal 1, Operational Effectiveness/Fiscal Sustainability, of the County's updated Strategic Plan by ensuring reliable availability of medical services and public safety to the community.

FISCAL IMPACT/FINANCING

The total estimated project cost is \$720,000 including design, base construction, contingency

allowance, permit fees; civic art fee and inspection/testing services.

Approval of the attached appropriation adjustment will reallocate \$720,000 from DHS's Designation to fully fund the Hubert H. Humphrey Comprehensive Health Center Clinic Registration and Waiting Area Renovation Project, Capital Project Number 87288. Upon Board approval of the appropriation adjustment, sufficient appropriation will be included in the Fiscal Year 2014-15 Capital Projects/Refurbishments Budget to fully fund the proposed project. The project Schedule and Budget Summary are included in Attachment II.

Operating Budget Impact

The proposed Project will not have an impact on the current operational budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy adopted on December 7, 2004 and revised on December 15, 2009, the Project budget will include one percent of design and construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA) according to Section 15301 (a) of the State CEQA Guidelines and the revised County of Los Angeles Environmental Document Reporting Procedures and Guidelines and Class 1 (d) adopted by your Board on November 17, 1987, because the project provides for minor alteration, repair or replacement of existing facilities and mechanical equipment involving negligible or no expansion of an existing use.

CONTRACTING PROCESS

Construction of the Project will be accomplished using a Board-approved JOC procured and administered by ISD.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Clinical services in the area to be remodeled will be relocated temporarily within the facility, in order to reduce operational impacts to the patients and staff as well as to expedite the renovation work.

This Project is anticipated to improve the delivery of health care services within the Adult Medicine and Family Medicine Clinical areas.

The Honorable Board of Supervisors

6/2/2015

Page 4

Respectfully submitted,

A handwritten signature in black ink, reading "Mitchell Katz". The signature is written in a cursive, flowing style.

Mitchell H. Katz, M.D.

Director

MHK:av

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Internal Services Department
Art Commission

PINK

BA FORM 03/13

BOARD OF
SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF HEALTH SERVICES

DEPT'S.
NO. 226

June 2, 2015

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

4 - VOTES

SOURCES

Please see attached detail.

USES

Please see attached detail.

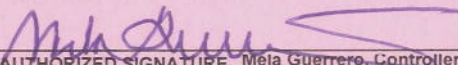
SOURCES TOTAL: \$ 2,160,000

USES TOTAL: \$ 2,160,000

JUSTIFICATION

This budget adjustment is necessary to establish and fully fund the Hubert H. Humphrey CHC Clinic Registration & Waiting Area Renovation Project.

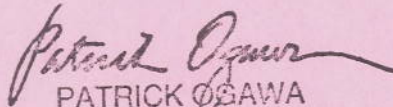
ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


AUTHORIZED SIGNATURE Mela Guerrero, Controller, DHS

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

25

JUN 02 2015


PATRICK OSAWA
ACTING EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---


☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 203

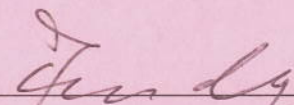

April 30 2015

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY


May 4 2015

DEPARTMENT OF HEALTH SERVICES
REQUEST FOR APPROPRIATION ADJUSTMENT
CAPITAL PROJECTS/REFURBISHMENTS
FISCAL YEAR 2014-15

4 VOTES

SOURCES:

DHS Enterprise Fund
MN2-3078
Committed for DHS 720,000
Decrease Obligated Fund Balance

MetroCare Network
MN1-HH-96-9911-60020
Operating Transfers In 720,000
Increase Revenue

Total Enterprise Fund \$ 1,440,000

Ent Sub - MetroCare Network
A01-AC-6100-21200-21226
Other Financing Uses 720,000
Decrease Appropriation

Total General Fund \$ 720,000

Total \$ 2,160,000

USES:

DHS Enterprise Fund
MN2-HS-6100-60070
Other Financing Uses 720,000
Increase Appropriation

MetroCare Network
MN1-HH-96-9912-60020
Operating Subsidy - General Fund 720,000
Decrease Revenue

Total Enterprise Fund \$ 1,440,000

Health Services
Hubert H. Humphrey CHC - Clinic Registration & Waiting Area Renovation Project
A01-CP-6014-65036-87288
Capital Assets - Building & Improv. 720,000
Increase Appropriation

Total General Fund \$ 720,000


Total \$ 2,160,000

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

25

JUN 02 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

 4/30/15

BA # 203

**DEPARTMENT OF HEALTH SERVICES:
ESTABLISH CAPITAL PROJECT; APPROVE PROJECT BUDGET AND RELATED
APPROPRIATION ADJUSTMENT FOR THE HUBERT H. HUMPHREY COMPREHENSIVE
HEALTH CENTER CLINIC REGISTRATION AND WAITING AREA RENOVATION PROJECT,
(C.P. NO. 87288)
(SECOND DISTRICT) (4 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Complete Construction Documents	Completed
Jurisdictional Approvals	Completed
Award Construction Contract	July 2015
Substantial Completion	January 2016
Project Acceptance	February 2016

II. BUDGET SUMMARY

Budget Category	Proposed Budget
Design	0
Construction	\$475,000
Change Order Allowance	\$75,000
Inspection/Testing	\$20,000
Civic Art Fee	\$5,000
County Services	\$145,000
	<u>\$720,000</u>